



**STATE OF MONTANA
MONTANA DEPARTMENT OF TRANSPORTATION
JOB PROFILE AND EVALUATION**

Original Signatures are on 60086 file

SECTION I - Identification

Working Title:

Right-of-Way Appraisal Review

Lead Worker

Department:

Transportation

Class Code Number: 131976

Division & Bureau:

District Engineering

Class Code Title:

Right of Way Specialist

Section & Unit:

Appraisal Section

Pay Band: 6

Work Address:

2701 Prospect Ave.
Helena, MT

Position Number: 60055, 60064, 60087, 60086

Phone: 406-444-6069

☐ FLSA Exempt

☒ FLSA Non-Exempt

Profile Completed By:

Greg Hahn
Right-of-Way Operations Manager

Work Phone:

406-444-6063

John Horton
Right-of-Way Bureau Chief

406-444-6063

Work Unit Mission Statement or Functional Description:

The MDT's mission is to serve the public by providing a transportation system and services that emphasize quality, safety, cost effectiveness, economic vitality and sensitivity to the environment.

The Highways and Engineering Division prepares projects for bidding and coordinates highway construction. The Division is made up of the Materials, Construction, Right-of-Way, Bridge, Traffic and Safety, Environmental Services, Engineering Oversight, and Preconstruction bureaus; the CADD Systems and Engineering Management Support sections; and five District Construction and Pre-Construction Offices in Missoula, Butte, Great Falls, Glendive, and Billings for budget and workforce purposes.

The Appraisal Section is responsible for the appraisal of interests in real property for highway construction, maintenance, excess property disposal, and related purposes. Right of Way Appraisal personnel also, when necessary, assist in the acquisition of right of way or the relocation of displaced individuals as a result of highway projects. This includes appraisal and negotiation for real property

interests; the preparation of right-of-way estimates and various studies including access control, irrigation and route location; and recommending design revisions where necessary to acquire parcels.

Describe the Job's Overall Purpose:

This position serves as a Right of Way Appraisal Review – Lead Worker and serves as a field authority in conducting property appraisals to arrive at fair compensation for Department property acquisitions. This includes all standard and specialized property appraisal and negotiation types. The position is expected to cover the appraisal aspects of right-of-way acquisition as well as other right-of-way responsibilities involved in the various preconstruction, construction, and post-construction phases of highway projects. The incumbent in this position reviews project plans and appraisals for consistency and errors prior to acquisition leading to significant cost savings, minimizing condemnations actions and project delays. The position approves Just Compensation due landowners. The incumbent also coordinates various operational functions of the Section and performs as a lead worker over other MDT staff and consultant staff responsible for the appraisal process on assigned projects.

SECTION II - Major Duties or Responsibilities

% of Time

A. Right of Way Lead Worker

60%

1. Develops and recommends new or modified Right of Way policies, procedures, standards, and guidelines related to the Department's Right of Way appraisal process based upon analysis and assessment of appraisal and negotiation needs and priorities, changing statutory requirements, professional methods and standards, and Right of Way Bureau goals and objectives. This involves assessing changes affecting transportation planning and right-of-way issues, standards, and requirements; incorporating objectives and recommendations from Field Right-of-Way personnel; evaluating new professional methods and statutory requirements; and monitoring the effectiveness of various right of way appraisal projects to identify and recommend new approaches to right-of-way acquisition and appraisal issues.
2. Reviews and analyzes Right of Way and Highway construction plans to determine impacts, accuracy, and constructability issues as they affect Right of Way. Identifies errors and consults with staff to develop and coordinate resolutions. Serves as a project leader to provide guidance to field Right of Way Specialists and Right of Way Consultants and ensure the efficiency, safety, and overall quality of individual appraisals. Establishes and monitors project scope, priorities, timelines, and resource requirements. Reviews contentious or complex Right of Way appraisal reports referred by other Right of Way Specialists and Right of Way Consultants to verify the technical integrity of methods and conclusions, ensure compliance with state and federal statutory requirements as well as professional standards, and provide quality assurance (i.e., ensure that appraisals correctly represent the value and compensable damages of the property to be acquired).
3. Evaluates the effectiveness of ongoing Right of Way appraisal procedures to identify operational efficiencies and resolve problems. This involves assessing past, current and proposed Right of Way appraisal project operations and results; consulting with subordinate staff, consultants, and supervisors; and continually evaluating changing Department needs to ensure effective program delivery. Develops solutions to a broad range of complex in-progress problems encountered by department or consultant staff (e.g., property valuations, contentious determinations, etc.).
4. Researches and evaluates property title information and ownership data to determine the impacts of various technical and legal issues on the valuation of the subject property. This involves examining building and site-improvement valuation information from various sources;

investigating the effects of sanitation regulations, zoning, planning, irrigation rights, covenants and deed restrictions, traffic flow and access control, and other issues; and determining the relative effects on property values.

5. Performs lead worker direction for district Right of Way Specialists and consultant staff throughout the appraisal process on assigned projects. Coordinates and is responsible for initial appraisal scope of work, and provides direction and guidance to staff and consultants assigned to do appraisals for the project. Performs the appraisal review function on these appraisals with final authority to approve or reject any appraisal found not to be in compliance with the requirements of the Code of Federal Regulations, the Uniform Act and MDT Appraisal Chapter 5. Performs Quality Control examinations of legal descriptions, plans, appraisals, deeds, exhibits, and title information as they pertain to the appraisal process.
6. Performs lead worker direction in coordinating and/or conducting site inspections of subject properties and comparable sales to determine sales equivalencies and necessary appraisal adjustments; coordinates contracted services to develop value estimates of site improvements to be purchased; and documents technically and legally defensible valuation conclusions for incorporation into final appraisals. This involves ascertaining the highest and best use of appraisal property, determining and documenting professional assumptions and limiting conditions; determining comparable sales data and appropriate adjustments to subject property valuations; and estimating the value of site improvements to be purchased as well as damages to the remaining property (i.e., due to proposed construction activities).
7. Analyzes and evaluates appraisal information to determine appropriate amounts of State compensation for each parcel of property to be acquired. This involves identification and resolution of discrepancies in factual information, appraisal methods and techniques, and final determinations. As an authority for appraisal projects, the incumbent is responsible for the most contentious and/or complex appraisal projects, such as partial take, multiple use, condemnation, and commercial/residential appraisals and subsequent negotiations. Provides project valuation services to MDT Legal staff by providing expert valuation analysis or other valuation services as requested.
8. Conducts formal Right of Way appraisal reviews to resolve discrepancies and maintain consistency among appraisal project reports. Recommends Right of Way appraisal methods and justifications for final compensation adjustments and has authority to approve an appraisal or reject any appraisal found not to be in compliance.
9. Provides guidance and technical assistance to District Right of Way Specialists and Right of Way consultants, to resolve unusual or unanticipated problems involving right of way procedures, sensitive or contentious communications with land owners, technical interpretations, and other issues. Coordinates with other Right Of Way personnel to provide quality assurance (i.e., ensure that appraisals correctly represent the total compensation due for the property to be acquired).
10. Researches and monitors changing methods, laws, and professional standards related to right-of-way and real estate appraisals to incorporate appropriate innovations into ongoing project plans. Develops and maintains working relationships with other staff and fee appraisers, professional associations, and others to exchange information regarding program operations and proposed changes.

B. RIGHT OF WAY OPERATIONS

25%

1. Develops and delivers training sessions to agents to fulfill training needs identified by the incumbent, District Right of Way Managers, and/or Right of Way Bureau (e.g., conflict management, new appraisal methods and standards, etc.). This involves researching and/or compiling training materials, establishing voluntary and/or mandatory schedules, delivering training presentations, and providing ongoing technical assistance and consultation as necessary.
2. Apprises Manager and District Right of Way Manager of team and individual performance on various appraisal projects. This involves assessing project outcomes relative to specific goals and professional standards, identifying strengths and deficiencies, and presenting information to supervisors. The incumbent may also participate in staff recruitment and selection committees to ensure objective and appropriate staff appointments.
3. Conducts or oversees right of way ownership, irrigation stock pass, and access control studies; pre-appraisal scope of work report, and other special studies to research and document information related to right-of-way costs; structural elimination, inclusion, or preservation during construction; present and future needs based on the highest and best use of properties; and other information that is critical to the effectiveness of District operations as well as individual appraisal projects.
4. Coordinates various right of way property management functions including market surveys for rental fees; on-site inspections and showings of rental and lease properties; maintenance, utility, and security management, and others as directed.
5. Coordinates right of way valuation information as required for relocation processes, computes and recommends value break outs on multi purpose properties and provides market rental or purchase information as requested.
6. Develops and monitors contracted right of way service delivery to ensure the efficiency and overall quality of services. Identifies and notifies service providers of errors or deficiencies; refers recurring or severe problems to the Section Manager and District Right of Way Manager for resolution, and provides ongoing guidance and technical assistance as requested.
7. Provides right of way appraisals and valuation information for advertising structures which may be acquired to OAC staff and others involved in the Outdoor Advertising Control program. Evaluates sign site lease and rental rates to adequately compensate landowners for potential lost income from existing sign sites acquired for highway construction.
8. Identifies suspect or illegal outdoor advertising services to ensure compliance with laws and requirements. This involves identifying and/or inspecting outdoor advertising sites, referencing applicable statutes and regulations, and coordinating with landowners to explain requirements, deficiencies, and violations; issue permits; and monitor corrective actions.
9. Promotes a positive public image of the Department and effective relationships with landowners, local government officials, community representatives, consultants, and others through conscientious and courteous service delivery, effective communication, and technical and personal assistance.

C. Right of Way ACQUISITIONS

10%

1. Researches and examines documentation related to right of way appraisals to determine actual/potential deficiencies; anticipates mediating factors (e.g., environmental concerns, sanitation regulations, zoning, etc.); and explains and clarifies specific details of individual appraisals (e.g., procedures, requirements, construction plans, valuation factors, etc.). Researches updated title information, liens and lien satisfactions, tax delinquencies, judgments, and other information and data that may collude or complicate title examinations. Identifies and resolves title discrepancies through extensive research of public records and other means available.
2. Completes technical and legal documentation required for negotiations and final agreements to ensure the accuracy, clarity, and availability of essential information and data related to property appraisals, Right-of-Way agreements specifying the terms and conditions of purchase, deeds, easements, grants of possession, irrigation agreements, tax reimbursement statements, and contact histories related to the subject property.
3. Evaluates multiple and variable factors (e.g., access control, corridor preservation, fishing access, drainage, etc. as they may pertain to right of way acquisitions) to ensure just compensation. This involves researching available legal and technical documentation (e.g., ownership titles, conservation easement records, architectural/engineering designs, etc.); coordinating with builders, attorneys, technical specialists, and others; and assuring these factors have been integrated into right of way appraisals so they may be considered in right of way negotiations and consequent agreements.
4. Interprets right-of-way plans, highway construction plans, and cross-sections for natural features, property interests, construction features and engineering features (e.g., equations, curve data, approach standards, engineering standards, setback requirements and bid specifications) to ensure the compensation adequately reflects the economic impact to the landowner's property. Explains and clarifies elements of plans, agreements, and bid items to landowners. Meets with landowners, often in stressful circumstances (and, usually at their residence) to explain the impacts of the construction activities, present the monetary offer and ascertain landowner conflicts; resolves objections and problems before the required signatures can be obtained.
5. Determines the effects of right of way acquisition and highway construction on landowners by analyzing plans, cross-sections, detail drawings, reference lines, and other data. Establishes the approximate location of features or the new right-of-way to illustrate physical location of area to be acquired, proximity of construction to existing improvements, impacts to access roads and driveways, differences in alignment and elevation between the present and new highway and/or highway features, location and size of drainage facilities and cattle passes, amount of acreage to be obtained, and other features.
6. Negotiates just compensation for right of way acquisitions with staff, landowners, Department and private legal representatives, and others to establish consensus regarding property values and compensation amounts. The incumbent is responsible for negotiating the most complex or contentious acquisition types (e.g., partial take, condemnation, multiple use, etc.). Ensures that any changes in value between appraisal and completion of negotiations are reflected in final compensation.
7. Resolves contentious and confrontational situations with landowners and/or legal representatives to establish consensus between negotiating parties. This involves consulting with other agents, MDT staff (e.g., legal, hydraulics, design, traffic, etc.), external contractors; explaining and justifying appraisal determinations, procedures, and requirements; and determining appropriate means of resolving conflicts (e.g., monetary, construction, legal, etc.).

8. Recommends modified or expanded right of way work contracts for working around sensitive environmental areas, historical sites and other community interests to resolve disputes with landowners and other affected parties. The incumbent must assess individual circumstances of proposed projects, objections or complaints from interested parties, and the impacts of various alternatives to project parameters (e.g., time, cost, safety, etc.).
9. Exercises delegated authority to offer cash and/or construction incentives to secure right of way agreements with landowners. The incumbent ensures that incentives beyond appraised property values are justified based upon circumstances related to planned construction activities, comparable sales, negotiation proceedings, Department limitations, legal requirements, and other issues.
10. Secures necessary signatures to finalize successful right of way negotiations and agreements. Refers irreconcilable right of way impasses to the District Right of Way Manager and/or Right of Way Operations Manager for subsequent action. Provides valuation testimony in court proceedings to explain, justify, and/or defend right of way appraisal methods, evaluations, and final determinations.
11. Researches and evaluates landowner damage claims and costs for reasonable mitigation measures. Resolves landowner damage claims related to construction activities as requested by the District Administrator, Bureau Chief, or District Right-of-Way Manager. This involves damage assessments, valuations, and negotiations to settle claims (i.e., similar to those required for property acquisitions). Obtains releases once mitigation measures are installed or settlements are reached.
12. Provides guidance and advice to other negotiators on special needs, opportunities, and impediments affecting negotiations. This includes reviewing project details to identify potential incentives, disincentives, and problems (e.g., relocation issues, damage claims, etc.) and coordinating with agents and landowners to address specific needs and interests.

D. OTHER DUTIES

05%

Performs a variety of other duties as assigned by the Section Manager in support of the Department mission, objectives, and operational plans. This includes acting as MDT's liaison with consultants; exchanging information with Department staff, other State and federal agencies, city and county officials, railroads, utilities, and the public; representing the Department's right-of-way interests at public meetings; coordinating special projects; maintaining project data; attending ongoing education and training; and performing a variety of other duties as assigned.

2. *Specific examples of problems solved, decisions made, or procedures followed when performing the most frequent duties of this position include:*

In the appraisal process and negotiation phase, all facts, data, and pertinent information must be collected, verified, analyzed, and evaluated to determine applicability to the problem at hand before work can proceed to the next step in the process. No two parcels are the same, so each parcel must be appraised and valued separately. All types of properties, (i.e., residential, agricultural, and commercial) may be encountered on the same project. Right-of-way plans, construction plans and cross-sections must be analyzed and interpreted for natural features, property interests, construction features, engineering features (e.g., equations, curve data, approach standards, engineering standards, setback requirements and bid specifications to apply proper appraisal techniques, methods and standards to estimate property value using the following approaches: cost, sales comparison and income. This involves analyzing sales

information, applying adjustments, estimating depreciation, employing cost-to-cure, site improvement valuation and sign valuation. Individual problems associated with each parcel must be evaluated for damages, depreciation, or must be corrected. It is this position's responsibility to identify all the problems and address solutions. In the negotiation phase, it is this position's responsibility to look at all courses of action to resolve any problems or conflicts that could not be addressed in the appraisal stage. Negotiations involve careful assessment and presentation of defensible methods, comparables, and conclusions related to appraisals as well as judgment in determining the long-term value and impacts of incentives, condemnations, and other alternatives. Develops and recommends plan design changes to help settle anticipated acquisition difficulties. This position serves as a technical expert in appraisals processes including responsibility for conducting and overseeing the most complex projects.

3. *The most complicated aspect of this position is:*

The most complicated aspects of the job relate to advanced technical analysis, project evaluation, and individual parcel valuations to address complex right-of-way, engineering, and design issues. ROW appraisals involve specialized appraisal considerations such as a lack of comparable sales, severance damages or depreciation due to partial takings; environmental or historic preservation issues; and timber values or rights. The position is also responsible for collaborating with Department staff and management to resolve complex right-of-way, engineering, and design problems; attain resources for project completion; and mediate disputes. The position must also exercise professional judgment in evaluating properties, market trends, and economic conditions to determine and justify fair values for real estate acquisitions, including all standard and specialized appraisal types associated with urban properties, condemnations, and other factors (e.g., social, environmental, etc.) relative to project priorities, current and projected resource investments, and landowner interests to successfully negotiate acquisitions, offer incentives, and resolve issues associated with condemnations and other actions.

4. *Guidelines, manuals, or written procedures that support this position include:*

As an authority for the Department, the position is expected to exercise independent judgment and discretion in the performance of all duties. Overall work plans and general priorities are established by the Section Manager, and the incumbent is expected to determine specific methods, priorities, and procedures to accomplish project objectives. The position is responsible for coordinating, overseeing, and/or performing major appraisal projects; determining appropriate methods and procedures according to site-specific circumstances; and resolving complex technical problems with minimal supervision and/or assistance. The position exercises authority for determining, explaining, and defending compensation amounts for right-of-way acquisitions with concurrence from the Section Manager or District Right of Way Manager. Other work is covered through annual program plans; Right of Way Manual; Department, State, and federal regulations (e.g., UASFLA, USPAP, ARM, MOM, MCA, USC, CFR etc.); AASHTO guidelines; and related professional and administrative policies, standards, and procedures.

5. *Which of the duties and/or specific tasks listed under 1. (above) are considered "essential functions" that must be performed by this position (with or without accommodations)? (If you need information or training on the identification of essential functions, please contact MDT Human Resources Division.)*

The following duties are considered an essential function because they require specialized expertise and skill and are the primary reasons the job exists:

Duty A: Appraisals – Detailed knowledge of comprehensive advanced appraisal methodologies, approaches and accepted appraisal practice coupled with extensive appraisal experience and technical writing skills

Duty B: Appraisal Review

Duty C: Right of Way Operations – Serving as lead worker on complex projects, mentoring Right of way and consultant staff and providing expertise to management.

The following mental and physical demands are associated with these essential functions:

PHYSICAL

- Light lifting (less than 10 lbs.)
- Carry light items (papers, books, small parts)
- Remaining seated for extended periods of time, with occasional walking; standing; bending
- Travel within the state to project locations, and out of state travel by airline to national conferences and meetings.
- Operating a personal computer
- Communicate in writing, in person, and over the phone

MENTAL

- Deal with the public on a regular basis
- Ability to multi-task
- Demands for accuracy in all aspects of work
- Ability to meet inflexible deadlines
- Computing arithmetic operations
- Comparing data
- Compiling information
- Analyzing
- Coordinating
- Synthesizing
- Negotiating
- Instructing

6. ***Does this position supervise others?*** ☐ Yes ☒ No

Number directly supervised: 0.0

Complexity level of the positions supervised: 0

Position Number(s) of those supervised: N/A

7. ***This position is responsible for:***

- | | | | |
|---|-------------------------------------|--------------------------------------|------------------------------------|
| <input type="checkbox"/> Hiring | <input type="checkbox"/> Firing | <input type="checkbox"/> Supervision | <input type="checkbox"/> Pay Level |
| <input type="checkbox"/> Performance Management | <input type="checkbox"/> Promotions | <input type="checkbox"/> Discipline | |
| <input type="checkbox"/> Other: | | | |

8. ***Attach an Organizational Chart.***

ATTACHED

SECTION III - Minimum Qualifications - List minimum requirements for the first day of work.

Critical knowledge and skills required for this position:**KNOWLEDGE:**

This position requires knowledge of the principles and practices of highway engineering, mathematics, design and construction, State and federal regulations, and environmental issues as they apply to road construction. The position requires thorough and extensive knowledge of and experience in appraisal, including the principles of eminent domain, real estate law and real estate titles, appraisal and acquisition of real property for federal aid projects including before and after appraisals, techniques of expert testimony, and other program functions; applicable state, federal, AASHTO, and FHWA requirements and standards; technical and legal documentation standards; principles of negotiation and conflict management; and a working knowledge of land surveying. The position also requires extensive knowledge of MDT operations, policies, procedures, and right-of-way standards.

SKILLS:

This position requires skills and abilities in examining, interpreting, and translating technical engineering and legal information to varied audiences; standard office software applications (e.g., word processing, database, etc.); analyzing and interpreting statistical information; advanced communication skills, strong ability to establish and maintain effective working relationships, apply analysis and professional judgment in resolving complex situations, negotiating consensus on land values and compensation amounts by analyzing diverse data, patterns and trends, and in exercising professional judgment in ascertaining Just Compensation; explaining and defending Department actions in legal proceedings and formal appraisal reviews; making sound decisions and recommendations that affect the public and the agency; and managing and mediating confrontational or contentious situations with landowners, legal representatives, and others. This position also requires skill in the use of specialized surveying and other equipment such as microfiche readers, microfilm readers, distance measuring equipment, motion analyzers, planimeters, and others.

Behaviors required to perform these duties?

- **Influence and Persuasion** – Able to convince others in either positive or negative circumstances; use tact when expressing ideas or opinions; present new ideas to authority figures; adapt presentations to suit a particular audience; respond to objections successfully.
- **Communication:** Translates technical information to audiences of varied technical levels. Negotiates specific terms and conditions of individual agreements.
- **Independence of Action:** Determines appropriate responses to appraisal, acquisition, and related problems and deficiencies with minimal assistance or precedent.
- **Decision Making and Problem Solving** – Able to make decisions designated to achieve desired outcomes.
- **Relationship Management** – Demonstrates ability to develop rapport and maintain long-term associations with others both internal and external to the agency.
- **Policies, Processes and Procedures-** Able to act in accordance with established guidelines; follow standard procedures in crisis situations; communicate and enforce organizational policies and procedures; recognize and constructively conform to unwritten rules or practices.

- **Flexibility** – Able to remain open-minded and change opinions on the basis of new information; perform a wide variety of tasks and change focus quickly as demands change; manage transitions effectively from task to task; adapt to varying customer needs.

MDT CORE BEHAVIORS

CUSTOMER ORIENTATION/SERVICE

Creates an atmosphere in which timely and high quality information flows smoothly between self and customer. Encourages open, honest, and constructive expression of ideas and opinions. Demonstrates active listening skills. Uses appropriate body language. Seeks to understand others' viewpoint. Analyzes the customer needs and adjusts to the perspective of the customer, when appropriate.

DECISION MAKING

Independently takes action and responsibility for solving problems. Makes decisions designed to achieve desired outcomes. Challenges the status quo by taking calculated actions in complex, ambiguous, contentious, or hazardous situations to force an issue or set a direction.

PERSONAL ACCOUNTABILITY AND OWNERSHIP

Takes pride in the job. Actively engages in professional self-development opportunities. Accepts individual responsibility for all actions taken.

LEADERSHIP

Shares information, feedback, and knowledge (two-way communication) with key persons inside and outside of the organization to ensure successful project outcomes and/or improvement. Includes training, teaching, and coaching others. Actively steps into a leadership role.

ETHICS

Models high standards of honesty, integrity, trust, and openness. Knows, understands, and follows through with the correct standards of conduct and moral judgment required; is willing to act outside the norm when needed to adhere to ethical principles. Communicates and demonstrates actions in a consistent manner. Respects others, regardless of individual capabilities, agendas, opinions, or needs.

FLEXIBILITY AND ADAPTABILITY

Accepts change as a healthy and normal part of growth. Receptive to new information and recognizes the validity of various viewpoints; sees situations objectively. Responds positively to changes in direction and priorities, responsibilities or assignments. Adjusts to multiple demands, priorities, ambiguity, and change positively. Works effectively within a variety of situations, individuals, or groups.

TEAMWORK

Works cooperatively with others as part of a team as opposed to separately or competitively.

CREATIVITY AND PROBLEM-SOLVING

Generates ideas, fresh perspectives and original approaches; open-minded. Uses creativity and originality when problem-solving. Goes beyond traditional ways to address issues and problems.

Education:

Check the one box indicating minimum education requirements for this position for a new employee the first day of work:

- | | |
|---|--|
| <input type="checkbox"/> No education required | <input type="checkbox"/> Related AAS/2-years college/vocational training |
| <input type="checkbox"/> High school diploma or equivalent | <input checked="" type="checkbox"/> Related Bachelor's Degree |
| <input type="checkbox"/> 1-year related college/voc. training | <input type="checkbox"/> Related Master's degree |

Please specify the acceptable and related fields of study:

Required/Acceptable: Business administration, real estate, finance, economics, engineering

Related: None Specified

Other education, training, certification, or licensing required (specify): Internal candidates see Guidelines for Demonstrating Appraisal and Negotiation Capability. (Policy #3-0183, Dated 2/20/04, *advancement of field ROW agents).

Experience:

Check the one box indicating minimum work-related experience requirements for this position for a new employee the first day of work:

- | | |
|---|--|
| <input type="checkbox"/> No prior experience required | <input checked="" type="checkbox"/> 3 to 4 years |
| <input type="checkbox"/> 1 to 2 years | <input type="checkbox"/> 5 or more years |

Other specific experience (optional):

Internal candidate: The position requires a minimum of two (2) years of experience as a Right-of-Way Agent III with a satisfactory record of performance.

External candidate: 3 years of experience as an appraiser, including, preferably one year experience as an appraiser with Eminent Domain.

Alternative Qualifications:

This agency will accept alternative methods of obtaining necessary qualifications.

☒ Yes ☐ No

Alternative qualifications include:

Internal Candidates with a relevant two-year degree plus five (5) years of experience in real property appraisal and/or acquisition including (1) year of experience as a Right-of-Way Agent IV with a satisfactory record of performance may be considered as qualified for this position.

Internal Candidates with a high school diploma or equivalent plus seven (7) years of experience in real property appraisal and/or acquisition, including (2) years of experience as a Right-of-Way Agent IV with a satisfactory record of performance may be considered as qualified for this position.

External Candidates with a relevant two-year degree plus five (5) years of experience in real property appraisal including, preferably one year experience as an appraiser with Eminent Domain may be considered as qualified for this position

External Candidates with a high school diploma or equivalent plus seven (7) years of experience in real property appraisal including, preferably one year experience as an appraiser with Eminent Domain may be considered as qualified for this position.

SECTION IV – Other Important Job Information

Work is performed in an office environment and in the field involving traversing rough terrain, working around heavy machinery and equipment, and contentious situations with landowners. The incumbent is expected to travel extensively throughout the District (e.g., up to 1,000 miles per month) to perform site visits, perform or evaluate appraisals, and negotiate acquisitions. Property inspections may require walking moderate distances, climbing over fences and ascending stairs, and working in inclement weather conditions. Contentious negotiations with landowners, legal representatives, and others; providing court testimony and defending Department determinations; and heavy workloads may create stressful day-to-day working conditions.

SECTION V – Signatures

Signature indicates this statement is accurate and complete.

Employee:

Name: _____ Title: _____

Signature: _____ Date: _____

Immediate Supervisor:

Name: _____ Title: _____

Signature: _____ Date: _____

Bureau Chief:

Name: _____ Title: _____

Signature: _____ Date: _____

Division/District Administrator:

Name: _____ Title: _____

Signature: _____ Date: _____

Department Designee:

Name: _____ Title: _____

Signature: _____ Date: _____